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25 November 1946

OGC HAS REVIEWED.

MEMORANDUM TO THE ASSISTANT EXECUTIVE OFFICER FOR SPECIAL OPERATIONS

Subject: Appointment of Personnel

Enclosure: a. Proposed Delegation of Authority

1. Reference is made to your recent inquiries concerning the persons who are authorized to sign personnel actions within CIG. By memorandum dated 6 September 1946, the Director, CIG, delegated to the Executive for Personnel and Administration, the Chief, Personnel Division, or the Assistant Chief, Personnel Division, the authority to approve the appointment or termination of civilian employees and consultants for departmental and field services. By memorandum dated 31 October 1946, the Director, CIG, authorized the Chief, Special Funds Section, to sign letters of appointment evidencing acceptance of employment by the United States of America, as represented by CIG, for semi-covert and covert personnel whose appointments were included in an approved Special Operations' project.

2. Your attention is invited to CIG Administrative Order No. 28, which establishes a Personnel Review Committee. The Committee is charged with the responsibility of reviewing all overt and semi-covert personnel actions to be charged to Special Funds as to:

- (a) Proposed position;
- (b) Qualifications of proposed incumbent;
- (c) Salary to be paid to incumbent.

There is no provision in such Order for the issuance of letters of appointment to such employees. However, authority has been granted, as set forth in paragraph 1 above, to sign such letters of appointment or other evidence of appointment. In order to place clearly the responsibility for the issuance of such letter or evidence of appointment, it is suggested that an Administrative Order be published. Such an Order has been prepared and will be held pending notification from Special Operations concerning the person or persons it might wish to have sign letters of appointment for CIG personnel assigned to Special Operations.

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~~CONFIDENTIAL~~

Assistant Executive Officer for SO -2-

25 November 1946

3. If it is felt desirable for an individual other than those to whom authority has been delegated to sign letters of appointment for overt personnel and semi-covert personnel (who are not included in an approved Special Operations' project) to be paid from Special Funds and assigned to Special Operations, it will be necessary that there be a specific delegation to such individual signed by the Director, CIG. For your assistance, there is enclosed a type of memorandum by which the Director would delegate such authority.

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Assistant General Counsel

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